

J.1(a) Attachment 3
FILMSS DATA REQUIREMENTS LIST
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January 29, 2013

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DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Fully Integrated Life Cycle Mission Support Services (FILMSS)	CONTRACT/RFP NO. NNA12412481R	DRL DATE/MOD DATE Jan 2013
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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
1	Monthly Technical Progress Report	Monthly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION		8. REMARKS	
	Contracting Officer (CO), Code JAZ, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov		The Contractor shall submit a monthly progress report no later than the 15th day of the month following the month to be reported. The monthly progress report should discuss the business, management and technical aspects for each Core Element and Task Order. The report shall contain at least the following: (1) a brief status summary in narrative form; (2) any current or anticipated issues or problems which may impede performance, and recommended actions to resolve these for both the Government and the Contractor; (3) staffing data, (4) discussion of achieving deliverables and milestone schedules, and (5) include that required by Clause H.5. ADDITIONAL REPORTS OF WORK – RESEARCH AND DEVELOPMENT (NFS 1852.235-74) (FEB 2003).	
	Contracting Officer's Representative (COR) (1 cy electronic) TBD Core Element Manager/Task Order Manager listed on Core Element/Task Order			

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
2	Mishap Report	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION		8. REMARKS	
	CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov		The Contractor shall submit NF 1627, NASA Mishap Report, within one working day after the occurrence of any mishap. The Report shall be submitted online, using the NASA Incident Reporting Information System (IRIS), at http://nasa.ex3host.com/iris	
	Contracting Officer's Representative (COR) (1 cy electronic) TBD			
Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH, , MS/218-1 (1 cy electronic via IRIS)				

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TITLE OF CONTRACT, PRODUCT, SOW, ETC. Fully Integrated Life Cycle Mission Support Services (FILMSS)	CONTRACT/RFP NO. NNA12412481R	DRL DATE/MOD DATE Jan 2013
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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
3	Contractor Monthly Accident Report	Monthly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD Office of Occupational Safety, Health, and Environmental Services NASA-Ames Research Center, Code QH, , MS/218-1 (1 cy electronic via CMAR)	8. REMARKS The Contractor shall submit Form ARC 15, Monthly Safety and Health Report, no later than 15 calendar days after the end of each month in accordance with NFS clause 1852.223-70, Safety and Health. ARC collects this data in the Contractor Monthly Accident Reporting (CMAR) web-based system, through the submission of a monthly form which is located at http://cmar.arc.nasa.gov .		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
4	Patent Rights Report (NFS 1852.227-11)	See Remarks	Contract Award	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) Patent Attorney - Robert Padilla (1 cy electronic) robert.m.padilla@nasa.gov	8. REMARKS The contract shall provide a final report prior to closeout of the contract listing all subject inventions or certifying that there were none. The report should contain the filing date, serial number and title, a copy of the patent application, and patent number and issue date for any subject invention in any country in which the contractor has applied for patents. An irrevocable power to inspect and make copies of the patent application file, by the Government, when a Federal Government employee is a co inventor.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
5	Property Management Report	Quarterly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Equipment Management Specialist, Code JFS, M/S 255-2 (1 cy electronic) Maria-elena.lopez-1@nasa.gov		8. REMARKS The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, <i>Requisition and Invoice/ Shipping Document</i> , to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): 1) at the time of receipt and acceptance of accountability; 2) when major changes occur in the data initially submitted to NASA; and, 3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above. Reportable data shall be forwarded through the contracting officer within 15 working days after the event that created the need for their preparation and shall be marked "FOR NEMS".	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
6	NASA Property in the Custody of Contractors (NF 1018)	Annually	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION NF1018 ELECTRONIC SUBMISSION SYSTEM https://ness.gsfc.nasa.gov/		8. REMARKS Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14 . The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted annually NLT October 15 th . A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
7	Initial Financial Management Report	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION	8. REMARKS		
	CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov COR, TBD (1 cy electronic) TBD Financial Management Division, Code CF, M/S 232-23 (1 cy electronic) Jimmy.y.fong@nasa.gov Resource Specialist, Code CR, TBD	Submission 30 days after effective date of contract. An initial financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Procedural Requirements (NPR) 9501.2, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/displayDir.cfm?Internal_ID=N_PR_9501_002D_&page_name=main and as set forth below. Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; award fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
8	Monthly Financial Management Report	Monthly	See Remarks	See Distribution
6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required				
7. DISTRIBUTION		8. REMARKS		
CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov		To be delivered no later than the 10th working day after each full month of service.		
COR, TBD (1 cy electronic) TBD		A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001G_&page_name=main and as set forth below.		
Financial Management Division, Code CF, M/S 232-23 (1 cy electronic) Jimmy.y.fong@nasa.gov		Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; incentive fee. Reports shall also provide data on planned and actual costs and labor hours, Contract Task Order projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. The Contractor shall provide a variance analysis for significant differentials in the elements of cost between the actual and plan for the current month. Additionally, when a differential of 5% or more occurs between the actual and planned total costs, the Contractor will submit a variance analysis. Contractor estimates can be used if actual data is not available by the required submission date.		
Resource Specialist, Code CR, TBD				

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
9	Quarterly Financial Management Report	Quarterly	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION	8. REMARKS		
	CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD Financial Management Division, Code CF, M/S 232-23 (1 cy electronic) Jimmy.y.fong@nasa.gov TBD Resource Specialist, Code CR, TBD	Submission not later than the 15 th day of the month proceeding the quarter being projected. A quarterly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Policy Directive (NPD) 9501.1, <i>NASA Contractor Financial Management Reporting System</i> , located at the URL http://nodis3.gsfc.nasa.gov/library/displayDir.cfm?Internal_ID=N_PD_9501_001G_&page_name=main and as set forth below. Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor, COTR, and Contracting Officer. Variances between planned dollars and actual dollars for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
10	Safety and Health Plan	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD Code Q TBD	8. REMARKS The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required <u>within 30 days of before</u> contract award as part of the Contractor's proposal and shall be updated in accordance with NFS clause 1852.223-70, Safety and Health.		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
11	Phase Out Plan	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD	8. REMARKS The Contractor shall provide a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract. The Phase-Out Plan is required 90 days before the end of the contract's period of performance.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
12	Organizational Conflict of Interest Plan	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD		8. REMARKS The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address all the requirements identified in Section H, paragraph H. 16, Organizational Conflicts of Interest and Section I, paragraph I.1, NFS 1852.237-72, Access to Sensitive Information. The plan is required with proposal submission. The Contractor shall submit to the CO and COTR any updates to this plan necessary during performance of this contract and shall deliver a task order specific plan when required.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
13	New Technology Report	Annual	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Technology Partnerships division, Code VP, M/S 202A-3 (original) CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Patent Representative, Code DL, M/S 202A-4 (1 cy electronic)		8. REMARKS The Contractor shall submit New Technology Reports or reportable items in accordance with Section G Clauses 1852.227-72	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
14	Subcontract Consent Package	When Necessary	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov		8. REMARKS The Contractor shall submit subcontract consent package(s) a minimum of 10 days prior to subcontract award in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.	

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
15	IT Security Training Progress Report	See Remarks	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy electronic) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD		8. REMARKS Provide a monthly count of contractor employees who have completed the appropriate Information Technology (IT) security training. This training is mandatory for all federal employees, contractors, students and associates who use NASA Federal IT assets and information, and is available through the System for Administration, Training, and Educational Resources for NASA (SATERN) at https://satern.nasa.gov/ Center-wide progress toward 100 percent completion of this requirement will be tracked by organization and reported to center management. To ensure that Ames Research Center meets the required agency metrics, the center must be 100 percent complete in IT security training each year by the deadline of May 30. An individual's failure to meet the training deadline will result in his or her computer system being disconnected from the network.	

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
16	Report of Centrally Reportable Equipment (DD Form 1419) (NASA 1852.245-70)	As Needed	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD Industrial Property Officer, M/S 255-3 (1 cy electronic) Maria-elena.lopez-1@nasa.gov	8. REMARKS The Contractor shall comply with the requirements of NFS 1852.245-70, CONTRACTOR REQUESTS FOR GOVERNMENT-PROVIDED PROPERTY (NFS 1852.245-70) (DEVIATION)(SEP 2007). The Contractor shall submit a DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
17	Individual Subcontracting Report (SF 294)	Semi-annually	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 original) Jeannette.albiez@nasa.gov Small Business Specialist, Code JAB, M/S 241-1 (1cy) Christine.l.munroe@nasa.gov	8. REMARKS The Contractor shall submit Standard Form 294, utilizing the Electronic Subcontract Reporting System (eSRS), in accordance with Section I, Clause 52.219-9 Small Business subcontracting Plan. The SF 294 is due 30 days after the close of each reporting period. Reporting periods end March 31 and September 30. A report is also due at contract completion. The Contractor shall use http://www.esrs.gov/ to submit a SF 294 report.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
18	Summary Subcontracting Report (SF 295)	Semi-annually	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION NASA-HQ, Attn: HS/Office of Procurement, Washington DC 20546 (Original) CO, Code JAC, M/S 241-1 (1 cy) Jeannette.albiez@nasa.gov Small Business Specialist, Code JAB, M/S 241-1 (1cy) Christine.l.munroe@nasa.gov	8. REMARKS The contractor shall submit Standard Form 295 in accordance with Section I, Clause 52.219-9 Small Business Subcontracting Plan. The SF 295 is due 30 days after the close of each reporting period. Reporting periods end Mar 31 and September 30. The Contractor shall use http://www.esrs.gov/ to submit a SF 295 report		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
19	Non-Disclosure Reports	As Required	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy) Jeannette.albiez@nasa.gov Contracting Officer's Representative (COR) (1 cy electronic) TBD	8. REMARKS Submit initial Non-Disclosure agreements for each employee within 30 days of contract award per the <i>Organizational Conflict of Interest and Limitation on Future Contracting Clause</i> at H.16 of the contract. Provide additional agreements within 15 days of hiring new employees		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
20	Core Element/Task Order Proposals	As Needed	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION COR, TBD (1 copy w/all core element/task order documentation), CO, Code JAC, M/S 241-1 (1 cy) Core Element/Task Order Initiator's Branch Office (1 copy)	8. REMARKS Submittal is due 10 working days after receipt of Core Element/Task Order request. After baselines for cost and schedule have been identified, Core Element/Task Order proposals are signed by the Site Manager and returned to the CO and COTR for review and, if acceptable, approval.		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
21	Program Related Plans, Documents, and Reports	As Needed	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input checked="" type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy) Jeannette.albiez@nasa.gov COR, TBD (1 copy w/all core element/task order documentation), Core Element/Task Order Manager (1 copy)	8. REMARKS Submittal is as required by specific core element and/or task order. The contractor shall submit reports, documents and related plans, as identified in individual core elements and/or task orders. All reports and schedules identified in approved task orders shall meet a minimum acceptable quality level of no more than two (2) rewrites with a deliverable acceptance date no later than one week late, unless otherwise stated in the task order.		

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1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
22	Employee Roster	As Needed	See Remarks	See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION CO, Code JAC, M/S 241-1 (1 cy) COR, TBD (1 copy w/all core element/task order documentation), ARC Security Dispatch Office, Code JP, M/S 241-30 (2 copies)	8. REMARKS 1 st submittal is due 45 calendar days after contract award. Submittal updates to roster due as requested by customer..		

1. LINE ITEM NO.	2. DRL TITLE	3. FREQUENCY	4. SUBMISSION DATE	5. COPIES
23	Task Hot List	As Needed	See Remarks	See Distribution
	6. DATA TYPE: <input type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input checked="" type="checkbox"/> Submitted upon update <input checked="" type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION COR TBD (1 copy)	8. REMARKS The Contractor shall submit a weekly Task Hot List to the COTR. This report shall provide information on tasks that are within two weeks of closing or within 15% of the cost estimate. .		

DATA REQUIREMENTS LIST (DRL)

TITLE OF CONTRACT, PRODUCT, SOW, ETC. Fully Integrated Life Cycle Mission Support Services (FILMSS)	CONTRACT/RFP NO. NNA12412481R	DRL DATE/MOD DATE Jan 2013
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1. LINE ITEM NO. 24	2. DRL TITLE Task Weekly Detail Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION Core Element Managers/Task Requesters		8. REMARKS The contractor shall submit Task Weekly Actual Reports to the NASA responsible Core Element Managers/ task requestors. This report shall provide detailed information on current status of each core element/task order (hours, cost, materials, ODCs, subcontractors, start date, estimated completion date, etc.)	

1. LINE ITEM NO. 25	2. DRL TITLE Task Summary Report	3. FREQUENCY See Remarks	4. SUBMISSION DATE See Remarks	5. COPIES See Distribution
	6. DATA TYPE: <input checked="" type="checkbox"/> Scheduled submittal <input type="checkbox"/> Submittal upon request <input type="checkbox"/> Submitted upon update <input type="checkbox"/> Gov't Approval Required			
	7. DISTRIBUTION COR – TBD (1 copy) Branch Chiefs - TBD		8. REMARKS The contractor shall provide a weekly Task summary report to the COTR,)	

Time is defined as follows: "Time" if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on Saturday, Sunday, or legal holiday, then the period shall include the next working day."